

# HOW TO SAVE A PERMIT APPLICATION

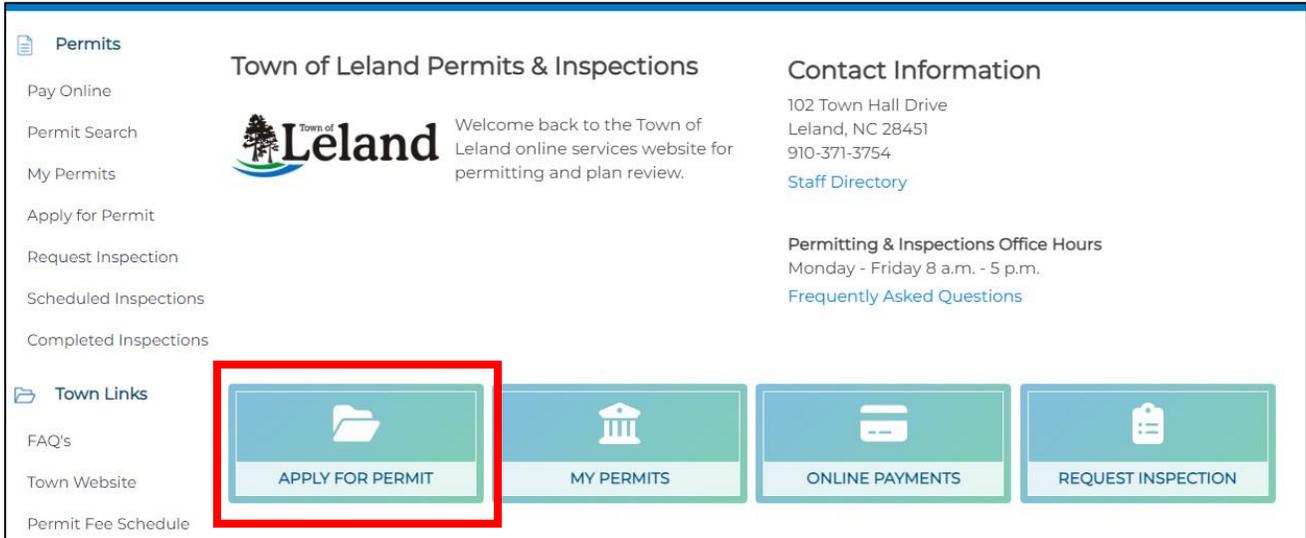


102 Town Hall Drive, Leland, NC 28451  
www.townofleland.com

Permitting & Inspections Department  
Phone 910-371-3754

Instructions:

1. In the Home Page of the [Town of Leland's Evolve Permitting Service](#), click “APPLY FOR PERMIT.”



2. Select a permit “Category” and permit “Type” from the drop-down lists. Please select “Next Step” to proceed.

The screenshot shows the 'Permit Application' form. It includes a title, a 'Type of Permit' section with instructions, and two drop-down menus labeled 'Category' and 'Type'. Red arrows point to the 'Select category' and the empty 'Type' dropdown. At the bottom, there are 'Cancel' and 'Next Step' buttons.

**Permit Application**

Type of Permit  
Select the category and type of permit from the drop-down lists.

Major revisions to a structure may require voiding of the existing permit and resubmission of a new permit application. Please contact inspections@townofleland.com if you have questions.

Commercial submittals for plan review and all re-submissions or changes to existing permits require:

- One electronic set of plans uploaded in the portal
- Commercial plan revisions shall include Plan Revision Form.

Category  
Select category

Type

Cancel Next Step

- 3. Please review the application requirements and general information and **confirm your review by checking the appropriate boxes**. Please select “Next Step” to proceed.

Permit Application

**Before You Begin**  
Please make sure you have any necessary information ready to submit with your online permit application. Please review the following checklist items and check each item to move to the next step.

**Application Requirements**

- Site plan drawn to scale including setbacks, proposed and existing structures, well and septic, special flood hazard areas, sidewalks and driveway width and length.
- Lien agent documentation for all projects with a construction cost greater than \$40,000. This document shall be specific to the project address
- Building plans including structural, foundation and elevation drawings.
- Health Department Approval for Septic, if applicable.
- LVL Engineered Specifications for any Laminated Engineered Beam, Post or Column.
- If installing gas piping, provide legible piping diagram including piping material, length, sizes, fuel type, appliance demand, pressure and table used for calculations. Show equipment such as regulators. This shall be uploaded prior to Rough Gas Inspection and a copy shall be onsite for all gas inspections.

**General Information**

- I understand that I may be asked to submit certificates of coverage of workers' compensation insurance at any time for any person, firm, or corporation carrying out work.

- 4. **Please enter the project address.** If the project address does not appear, please ensure the project address is within [town limits](#). Additionally, ensure that an [“Address Assignment”](#) with Planning and Zoning Department has been submitted. After submitting for an address assignment, select “Custom Address” to enter the assigned address to proceed. Select “Next Step” to proceed.

Permit Application

**Enter Project Address**

**Assigned GIS Address** - To search for the assigned GIS address, enter the street number and street name. When the street direction precedes the street name, enter street direction and street name. For example "N Culverton".

**Custom Address** - If no address has been assigned, select Custom Address to enter a location description and Parcel ID number. Use the [Map Search](#) to find your parcel ID number.

Street Number

Street Name - Do not enter street suffix (Rd., St., Ave, etc.), or PO Box.

ⓘ If address is not assigned.  
[Custom Address](#)

Cancel Previous **Next Step**

- 5. Please review the list of open permits for the project address to **ensure that no duplicate permit applications are created**. Select “Next Step” to proceed.

The screenshot shows a web interface titled "Permit Application". Under the heading "Permit Information for this Address", there is a warning: "Any permits issued to the same address will be listed. Please don't create duplicates. Click Next Step to continue with your application." Below this is a blue box with the text "List of open permits. Please don't create a duplicate." A table lists three permits:

Permit ID	Permit Description	Details
ID 16342 (Under Review 7/6/2021)	110 - Residential Addition	Test to uploads Test to uploads Test to uploads T <a href="#">Details</a>
ID 17973 (Under Review 1/24/2022)	110 - Residential Addition	<a href="#">Details</a>
ID 18895 (Under Review 3/31/2022)	204 - Commercial Alteration	9,235 sf interior renovations and <a href="#">Details</a>

- 6. The “Save Application” option will become under the Permit Details screen. Scroll all the to the bottom to save application. See below for example.

The screenshot shows a form with the following fields:

- Linear Feet of Fence/Wall: *This is for fences more than 6 ft. in height and any retaining wall.*
- Termite Control Method: A dropdown menu.
- Subdivision Name: A dropdown menu.

At the bottom of the form, there are four buttons: "Cancel", "Previous", "Save Application" (highlighted with a red box), and "Next Step".

- 7. **Select "Save Application"**. Once your permit application has been saved, you can easily revisit it by accessing the "My Permits" section on the Evolve Permitting Portal homepage. To do so, select "My Permits" and choose "Web Applications" from the dropdown menu under "Select Type." From there, you can either reopen the saved application by selecting "Web Application" or delete the application if necessary. Please note that Town of Leland staff do not have access to saved applications, as these are only available to the individual who created and saved them. Should you require assistance or have any questions regarding your application, please feel free to contact the Town of Leland staff with the relevant application details.

